

ADMINISTRATIVE SERVICES

OFFICE OF THE EXECUTIVE OFFICER

Kenneth Ledford, Jr.
COL, MS, USA
Executive Officer
Date of Appointment - 2 February 1995

MISSION

The Office of the Executive Officer oversees the administrative activities of the Armed Forces Institute of Pathology; advises and assists the Director, AFIP, with executive level Institute administrative functions and protocol; interfaces and coordinates with ASD(HA), MEDCOM, OTSG, and other DoD and DA agencies on functional areas related to the Institute's resource management, logistics, facilities, personnel, public affairs, safety, and information management; and directs an administrative staff of 113 personnel overseeing the execution of AFIP's total annual obligation authority of \$55.9 million.

ACTIVITIES

The primary focus of the administrative staff was directed at increasing the scope and quality of support provided and at greater accountability and responsiveness to the needs of the 26 separate departments providing education, consultation, and research services at the Institute. Significant projects undertaken during the year included the resourcing, planning, and coordinating for the upcoming South Wing renovation; securing and planning for the occupancy of 45,000 sq ft of "swing" space at the Gillette Building; development and publication of the "final" draft of the Institute's DoD Instruction; and continuing to provide and expand upon the level of customer support services during a period of personnel and budgetary shortfalls. The changeover from FY95 to FY96 marked the beginning of the Institute assuming facility maintenance management responsibility of Building 54.

Recent implementation of a medical maintenance contract, along with the decentralization of "purchasing" authority to the departments, should result in significant improvements in the level and timeliness of services provided by the Institute.

Although many of the administrative department chiefs are junior to the authorized grade, without exception each department has continued to expand upon the responsiveness, level, and quality of support provided their customers.

GOALS

1. Continue to expand upon the level and timeliness of support provided to all customers.
2. Continue to develop an accurate and useful TDA that meets mission requirements.

3. Continue to improve and enhance the command function of Headquarters and the tri-service personnel responsibilities of the Office of Personnel.
4. Improve the capabilities and resources of Logistics and its expanding roles in service contracts, maintenance, and facilities.
5. Continue ongoing information management initiatives that lead to greater efficiencies and place the Institute in the forefront of pathology consultation, education, and research.
6. Develop an Institute strategic plan.

OFFICE OF ADMINISTRATIVE SERVICES

Louis Louk, Jr.
LCDR, MSC, USN
Director
Date of Appointment - 1 April 1994

MISSION

To provide administrative services to all Institute personnel, including troop command, and to handle all officer, enlisted, and personnel actions, parking, mail and its distribution, and security.

ORGANIZATION

The division is organized into three branches: Office of Administrative Services Personnel
Division Administrative Support Division

STAFF

Office of Administrative Services

- (A) Louis Louk, Jr., LCDR, MSC, USN, Director
- Jeanette M. Griffin, Administrative Assistant
- (D) Annette Grunewald, Records Management
- (D) Ronald Suter, Records Management
- (D) Estelle Page, Receptionist
- (A) Daron Wallace, SSG

Personnel Division

- (A) Suzanne Silver, Maj, USAF, MS, Chief
- (D) Jennifer Cobbs-Grant, CPT, MS, USA, Chief
- Carol Ward, SFC, USA, NCOIC
- Vaughany Casey, Program Specialist, Civilian Personnel Branch
- Joyce Jones, Program Assistant, Civilian Personnel Branch
- Arthur L. Colbert, Military Personnel, U.S. Army
- Melissia Jones, SPC, U.S. Army Personnel Specialist
- Theodore Smith, TSgt, U.S. Air Force Personnel Specialist
- (A) Issaac J. Miller, Sgt, U.S. Air Force Personnel Specialist
- Michele Jacobs, YN3, U.S. Navy Personnel Specialist
- Dexter Mallory, YNSA, U.S. Navy Personnel Specialist

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Administrative Support Division

Guy L. Tyndal, SFC, USA, First Sergeant

Mitchell Pitts, Mailroom Supervisor

Isiah Dillard, Mail Clerk

Holly Amsterdam, Mail Clerk

Lenore Hicks, Mail Clerk

OVERVIEW

The Office of Administrative Services is the focal point for information, parking approval, and coordination of most Institute operations. In all taskings the Office of the Administrative Services maintains its “Can Do” attitude and holds “Service to the Institute” as its primary mission. The Information Desk serves 24 hours daily and is manned by either a civilian receptionist or enlisted personnel for visitor control and parking availability.

PERSONNEL DIVISION

The Personnel Division provides services to over 1,000 military, civilian, and ARP employees at the Institute. It maintains personnel and evaluation records on all military and civilian employees. It also monitors and executes the awards program for military as well as civilian employees.

The Army personnel section has enhanced its operations by being on-line with the "SIDPERS" system. This system allows input of data and maintenance of personnel records located in the servicing MILPO at Walter Reed Army Medical Center.

The Air Force personnel section is on-line with the Air Force's Personnel Concept 3 (PC3) main-frame system. The PC3 is an Air Force-wide system that enables our personnel specialist to access, monitor, and maintain service members' personnel records.

The Navy personnel section is not yet on-line with a computer system connecting them to PSD Bethesda. The Navy personnel specialist monitors and maintains their records by routine on-site meetings with personnel at PSD Bethesda. The Navy personnel section has established several tracking systems that enable them to monitor officers' bonuses, fitness reports, and evaluations.

The Civilian Personnel Branch implemented the Total Army Personnel Evaluation System (TAPES) to the Institute. Implementing this system has been an arduous task, with over 300 personnel being effected. The Civilian Personnel Branch has trained numerous timekeepers on the new payroll system, Defense Civilian Payroll System (DCPS). This payroll system was put into effect in April 1995.

ADMINISTRATIVE SUPPORT DIVISION

The Security Office provides a secure and pleasant workplace for approximately 1,000 Institute/ARP employees. It is responsible for maintaining the Institute and Post duty rosters. It also organizes and monitors the Institute's damage control teams while interacting with internal and external agencies for special Institute functions.

The mailroom processes in excess of 75,000 to 100,000 pieces of mail each year. The mailroom interacts with the external post office personnel to ensure pickup and delivery of incoming and outgoing mail. It also handles around 100 deliveries from private courier services weekly.